

Attachment 1

Personnel Reduction Exercise

Questions to be addressed by each Directorate

1. Which activities warrant reduction or termination because of low priority or low productivity? Describe why; staff positions to be saved; the time period necessary to make the reduction; and any issues which need resolution before the reduction can take place.
2. What personnel savings could be accomplished by reorganizations and consolidation of activities? Describe how; staff positions to be saved; the time period necessary to make the savings; and any issues which need resolution before the reductions can take place.
3. What personnel savings could be accomplished by additional capital investment (mechanization) or other management improvements? Describe how; staff positions to be saved; the time period and additional funds necessary to make the reductions; and any issues which need resolution before the reductions can take place.
4. Based on your own estimates of attrition, estimate your year end on-duty strength for FY 73 and FY 74 by office. Describe any area where personnel savings could be made without a serious loss of effectiveness by a freeze or slowdown on recruiting.
5. All questions should be addressed as applying to the period from 31 December 1972 to 30 June 1974.

Attachment 2

Personnel Reduction Exercise

Support Directorate Matters

1. Can we find ways of maintaining security with fewer people? ✓
Would mechanization help?
2. Do we need all the supervisory positions in the Office of Security?
3. Can't we find a way to guard ^{25X1A} [REDACTED] without using staff positions?
4. Can the Training staff be reduced?
5. Can the Logistics staff be reduced? Would new techniques help?
6. Can we speed up the eventual planned personnel saving in the Office of Communications? If so, how?
7. Can we do anything to cut down or control the Commo workload?
8. Do we need a ^{25X9} [REDACTED] military personnel division in Personnel?
9. Should we recentralize Support functions? Would it result in a savings?
10. Is the military reserve program necessary? Desirable?
11. Can we get greater other agency contributions to the ACM training program? ✓
12. Could we consolidate courier systems, communications systems, security systems? ✓

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13. Could the Office of Finance do with less superstructure? Could some finance divisions be consolidated? Are mechanical aids being used to maximum advantage?

14. Would a purge of inventory lessen the need for Logistics personnel?

15. Could we phase [REDACTED] down or out?

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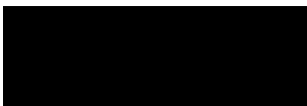
16. Should we consolidate [REDACTED] Would it save personnel?

25X1A

17. Can we save any positions in the Cable Secretariat?

18. Should we merge the agent and short-range commo responsibilities of TSD and O/C?

19. Should we merge OC/SPD with Staff D?

TRANSMITTAL SLIP		DATE <u>17 FEB 60</u>	
TO: Director of Security			
ROOM NO. 4E 60	BUILDING Headquarters		
REMARKS: <p>The attached memos have just arrived. Copies are furnished to you so we can all be reading them at the same time.</p> <div style="text-align: right; margin-right: 100px;">  25X1A </div>			
FROM: Chief, DD/S Plans Staff			
ROOM NO. 7D 02	BUILDING Hqs.	EXTENSION 7726	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)	